

Date

Name
Institution Name
Address
Address
City, State, Zip Code

PR #

Dear Mr/Mrs _____:

The U.S. Department of Education is requesting information on students who received a Jacob K. Javits fellowship through a grant to your institution. The Jacob K. Javits fellowship grant we are referencing was originally awarded on September 1, 1999, and ended on August 31, 2003.

This *Performance Report for the Jacob K. Javits Fellowship Program* is used to collect information that will help the U.S. Department of Education to assess the Javits program's accomplishments towards meeting the requirements of the Government Performance and Results Act (GPRA). The single GPRA performance measure for the Javits program is: Time to degree completion will be less than the national average of 7.2 years. Other data collected by the report will provide valuable information on how the students financed the remainder of their graduate education beyond the 4-year tenure of the Javits fellowship and what type of employment they pursued.

Please be sure to complete and submit the enclosed report form no later than January 31, 2004. Instructions on how to complete the report have been included. If you have any questions, please do not hesitate to contact Carmen Gordon, preferably by email at Carmen.Gordon@ed.gov, or telephone at (202) 502-7542.

Sincerely,

Carmen Gordon
Program Officer
Jacob K. Javits Fellowship Program